



Purchasing Department

March 29, 2022

Addendum #3

Facilities Management - Custodial Services

Bid #50018-220007

1. Question: Will a performance bond be required and for how long?
Response: A performance Bond will be required or the first year of services. University will return it back to the Contractor after that year.
2. Question: Will a Surety Bid Bond be needed?
Response: A Surety Bid Bond of \$5,000 will need in the forms of a cashier check or money order.
3. Question: How many Civil Service Employees are there?
Response: Thirteen Civil Services employee will be added to the Proposal.
4. Question: Will any of the residential halls be included in the scope?
Response: Tiger Village Residents Halls will be added. These buildings are open breezeways 3 story halls. They house roughly 200 students. Listed Below: Jones Hall, Truth Hall, Tubman Hall, Adams Hall, Holland Hall, Knott Hall, Bethune Hall, Pinchback Hall, Douglass Hall, Wheatley Hall, Bowen Hall and Attucks Hall.
5. Question: How often should restrooms be cleaned?
Response: Contractor should create a schedule for cleaning throughout the day.
6. Question: Any damages while moving items, who is responsible?
Response: If accidental damages occur to GSU property while performing work, then the University would assume responsibility for damages; however, if it is proven that damages were caused due to the negligence of the contractor and its workers, then the contractor shall be held liable.
7. Question: Is licensing required for COVID cleaning?
Response: No, Contractor and staff will only be required to have proper training of COVID cleaning.
8. Question: How are COVID outbreaks handled on campus?
Response: The University has protocol in place in handling outbreaks. Students are isolated in a building designated for COVID. Professional and licensed contractors are called in to disinfect when spaces larger than 2,000 sq. ft. are contaminated.
9. Question: Are vaccinations required?
Response: Vaccinations are not required at the time of this RFP, but vaccinations are highly encouraged.

10. Question: Who is the current contractor for services on campus?
Response: C&W Services.
11. Question: What was the initial Bid amount for the current services?
Response: The approximate bid amount awarded at the time of the last RFP was \$1.4 million.
12. Question: Has the scope changed since the current services?
Response: Yes, the scope has gotten significantly larger due to additional facilities and services being added.
13. Question: Are background checks required?
Response: Yes, University is requesting a National Check be conducted on all employee that will be working on the Campus.
14. Question: Can Chemical dispenser be placed on the walls?
Response: Yes, depending on space and area. This must be determined on a case by case basis.
15. Question: Who is the current waste disposal service provider?
Response: The current waste disposal service provider is Get Rid of It, LLC.
16. Question: Can you please provide current staffing levels?
Response: The approximate staffing level for the of the current contractor is 45 employees. This is based on the previous scope of work for the RFP issued at that time.
17. Question: Can you please provide a breakdown between full time and part time staff?
Response: The current full-time and part-time staffing levels of the current contractor cannot be determined. It varies depending upon the need of the contractor.
18. Question: Should the vendor provide costing for the Civil Service employees in its response, or will those wages be covered by the University?
Response: Currently, the University pays the wages for only the Civil Service employees. GSU will continue to pay wages for all GSU Civil Service employees.
19. Question: Can you provide historical information on how many FTEs it requires to perform the dorm cleaning move ins and move outs?
Request: No, we do not have historical data for this information. This is dependent upon the contractor's preference.
20. Question: Is there a cost for employee badging?
Response: It is anticipated that contractor employees will be required to wear uniforms as well as University issued identification badges. The cost for the badges is \$15.00
21. Question: Is there a parking cost for employees?
Response: No, there is no cost for employee parking, but there is designated parking for employees.
22. Question: Who is the current contracted Veteran / SDMBE vendor?
Response: We currently do not have a Veteran/SDMBE vendor.

23. Question: Can the references for section 1.11.4.6 be the same references for 1.11.5?

Response: Yes, they can be the same.

24. Question: Is it the university's or contractor's responsibility to provide consumable products such as paper towels, tissue, soap, and trash liners? Who purchases hand sanitizer? How purchases chemical and wax?

Response: It will be the responsibility of the contractor to provide all products used to perform the required services.

25. Question: In appendix 4 there are some universities owned equipment. Do you want us to deduct this equipment from our equipment needs? If so, is this equipment in good condition?

Response: The list should only be used as a guide for the type of equipment that is needed to fully service the required contract scope of work. The contractor will be required to furnish its own equipment.

26. Question: What are your expectations for coverage on non-student days and holidays? Do you want full staff or reduced staff on those days?

Response: Staffing should be adjusted to cover required areas. Scheduling is left to the discretion of the contractor.

27. Question: As it pertains to moving offices and furniture, is disassembly and assembly included as part of the contractor responsibilities?

Response: In some instances, assembly and disassembly may be required. If required, it would be basic assembly and disassembly required. Any detailed services may be contracted out.

28. Question: For the assembly of the stage used at the Assembly Hall, will Grambling provide initial training on how to properly assemble the stage?

Response: Yes, GSU personnel will provide guidance and training on assembly and disassembly of stage.

29. Question: It was discussed that the incumbent provides a receptionist for the facilities department. This is not listed in the RFP. Can we get clarification on this requirement?

Response: A receptionist position is listed in Section 2.2 and in Section 2.3.9. The position will be a full-time position, five (5) days per week.

30. Question: If weekend services are required outside of event support, can the buildings where the weekend services will be required be specified?

Response: Only the buildings that will be used for weekend special events will be required to have cleaning staff available over the weekend. The effected buildings cannot be specified at this time.

31. Question: In the event of another pandemic event requiring increased disinfection and sanitization staffing, would those additional services be considered part of the base contract or additional billable?

Response: The basic Covid-19 cleaning services will be considered as part of the basic contract and are NOT subject to additional billable hours.

32. Question: Due to horrendous weather, several vendors were unable to visit during the first bid walk and were allowed to visit the following week. With this being the case, is it possible to move the RFP due date out one week?

Response: The due date for this RFP has been extended until April 19, 2022, 1:59 PM, CST

33. Question: Can we redline the agreement, and would it be before or after the RFP submission?
Response: Redlining (negotiation) of the contract will take place after the RFP submission and consideration will be given to only those Proposers who are invited back to present their proposals.
34. Question: Is it possible to include termination for convenience rights for KBS?
Response: No
35. Question: Would Grambling consider increasing the limit of liability from one hundred thousand to one million dollars?
Response: We will keep the limit of liability at one hundred thousand (\$100,000)
36. Question: Do we have to become Hudson certified to be considered?
Response: No, your company does not have to be Hudson certified to be considered.
37. Question: Can we get a breakdown on the number of event /porters needed to support the following events: Football Games, Basketball Games, Commencement Ceremonies, and Other Sporting Events?
Response: Football Games: Three (3) home games schedule for the 2022 season
Basketball Games: 2022-2023 there are nine (9) scheduled home games
Commencement: a minimum of two (2) per year
Other sporting events: To Be Determined
38. Question: For events, can we get an estimated number of events at the following locations each year: Football Stadium, Assembly Hall?
Response: Football Stadium: at least five (5)
Assembly Hall: at least twenty (20) or more
39. Question: Can you provide average attendance for the following types of events: Football games, Basketball games, Other sporting events, Graduation/Commencements?
Response: Football games: 12,000
Basketball games: 1,000
Other sporting events: varies
Graduation/Commencements: 2,000
40. Question: Are campus keys provided to the vendor by the University?
Response: In some instances, keys are provided to the contractor's managers on duty
41. **OMIT on Page 28, Section 2.4.6.5- "Unlock exterior doors and interior public areas each morning as designated".**
42. **Clarification: Contractor will be responsible for any keys that are supplied to them. Contractor will follow the University guidelines with handling and misusing of University keys.**
43. **The University is currently exploring a sustainability program that will include recycling.**
44. **Clarification: Contractor must provide their own transportation to use throughout the campus. Trucks, golf carts, box truck or trailer for moving items across campus must be utilized.**

Thanks,

Erin Walker

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NOTE: PLEASE SIGN AND DATE AND RETURN WITH BID:

SIGN _____ **DATE** _____